

## Building Permit Procedure

- 1) Person or Company requesting a building permit will obtain an application from the City Hall office or the building inspector.
- 2) If building permit request is for the building of new homes, commercial buildings, or a major building addition, two sets of plans are needed for review (one for the City and one for the Board of Public Works).
- 3) After review of the application and plans by the Building Inspector and the Board of Public Works (BPW), the BPW will sign off on the application with the final approval and sign off by the Building Inspector.
- 4) If the building permit application is for minor items, fences, a patio, concrete work, minor remodeling, garages, etc., the application and plans will be reviewed by the building inspector. Approval will be granted by the building inspector.
- 5) As per City Code, all inspectors have a right to enter construction project sites and review construction progress.
- 6) A sign off sheet will need to be signed off by the appropriate inspector during construction phases with final sign off by the building inspector at the end of the project.
  - a) A sign off sheet will need to be signed off by the appropriate inspector during construction phases with final sign off by the Building Inspector at the end of the project.
  - b) The sign off sheet is required on all new homes, commercial buildings, and/or major building additions.
  - c) The sign off sheet will be posted on projects for sign off to happen.
  - d) It is the contractor/owner responsibility to make sure the appropriate inspector is notified for the proper inspection. A minimum of 24 hours is required for notification.
  - e) If item (d) is not followed, it could cause construction delays.